

Foreland Fields School

COVID-19 Risk Assessment

School Operating Procedures

Consequence	3	3	6	9
	2	2	4	6
	1	1	2	3
		1	2	3
		Likelihood		

6 - 9	UNACCEPTABLE Take immediate action
3 - 4	TOLERABLE Look to improve
1 - 2	ACCEPTABLE No further action, but ensure controls are maintained



Name of Assessor	Adrian Mount (Headteacher), Jeremy Edwards (Deputy Headteacher - Health), Sarah Thorp (Deputy Headteacher – Curriculum).	Area Being Assessed / Related Documents	<p>Whole School COVID response. Actions taken to lower risk of COVID-19 transmission.</p> <p>https://educationhub.blog.gov.uk/2021/11/28/what-the-new-temporary-covid-19-measures-mean-for-early-year-settings-out-of-school-settings-schools-colleges-and-universities/</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance</p> <p>https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/send-and-specialist-settings-additional-covid-19-operational-guidance-applies-after-step-4</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-local-restrictions-in-education-and-childcare-settings</p> <p>https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/rapid-asymptomatic-testing-in-specialist-settings-applies-from-step-4</p> <p>https://www.gov.uk/coronavirus/education-and-childcare</p> <p>https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020</p> <p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care</p> <p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/the-use-of-personal-protective-equipment-ppe-in-education-childcare-and-childrens-social-care-settings-including-for-aerosol-generating-procedure</p>
Date	29 th November 21	Date of Next Review	Ongoing and Weekly Review
Contents;			
1. MAINTAINING A SYSTEMATIC PROCESS OF FULL OPENING			
2. INVESTING IN SAFETY EQUIPMENT AND HEALTH AND SAFETY ARRANGEMENTS TO LIMIT THE SPREAD OF COVID-19			
3. MAXIMISING COVID SECURE MEASURES			
4. CONTINUING ENHANCED PROTECTION FOR CHILDREN AND STAFF WITH UNDERLYING HEALTH CONDITIONS			
5. ENHANCING MENTAL HEALTH SUPPORT FOR PUPILS AND STAFF			
6. MAINTAINING EDUCATIONAL PROVISION FOR CHILDREN OF KEY WORKERS AND VULNERABLE CHILDREN			
7. OPERATIONAL ISSUES			

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
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- 8. FINANCE
- 9. GOVERNANCE
- 10. CONTINGENCY PLANNING

1. MAINTAINNG A SYSTEMATIC PROCESS OF FULL OPENING			
Risk Rating prior to action	Likelihood : 1	Consequence: 3	Risk: 3
1.1 Net Capacity			
<p>Available capacity of the school is reduced when risk assessment measures are put in place.</p>	<ul style="list-style-type: none"> Step 4 marked a new phase in the government’s response to the pandemic, moving away from stringent restrictions on everyone’s day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk. The school risk assessment reflects this response, whilst taking into account the specific vulnerabilities of indivudal pupils/students and staff members. As coronavirus (COVID-19) becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people’s education - particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for 2 doses by mid-September. In addition to this young people aged 16 and 17 can now get their first dose as well as some children aged 12-15 (including conditions which our children may have such as severe learning difficulties, Down syndrome and severe problems with the brain/nerves such as cerebral palsy). The priority is for us to deliver face-to-face, high quality education to all pupils and students. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health. However this plan now acknowledges that national and local cases have risen again and may rise further. Therefore the final section of this document contains a contingency plan, which will be enacted based on PHE and DFE advice. All pupils and staff are expected to attend/work school onsite, with the only exception being those pupils who continue to shield under clinical advice and those who are isolating or have currently tested positive from COVID-19. The school retains a small onsite testing capacity, whilst continuing to track home testing completed by staff and secondary students. 	<p>Deputy Headteachers / Headteacher</p>	<p>Ongoing and in response to any outbreak</p>

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
	<ul style="list-style-type: none"> In the event of either a school outbreak or a local outbreak the, the DfE and PHE advice specific to the outbreak will be followed, including any adjustments to net capacity as a last resort. This now includes the need to inform the DfE via their helpline if either of the following thresholds are reached; 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or 10% of children, pupils, students or staff who are likely to have mixed closely, test positive for COVID-19 within a 10-day period-The above includes pupils attending our satellite provision at Garlinge Primary School. At this provision, the staff will follow the Garlinge Primary School Risk Assessment and Procedures. This class attends Garlinge 5 days a week. 		
1.2 Organisation of Teaching Spaces			
Use of large spaces	<ul style="list-style-type: none"> Limit numbers for large spaces (e.g. sports hall, dining hall) based on the activity, needs of students/pupils and current local factors (number of cases in school and community) All pupils eat lunch in their class or in hall based on their educational and social/emotional needs. 	Headteacher	Ongoing
Use of Air Conditioners and fans supports virus transmission	<ul style="list-style-type: none"> Wherever possible, allowing for pupils needs, windows must be opened to allow for ventilation in class. Pupils and staff should be encouraged to wear jumpers/coats if required. Following HSE guidance, air conditioning can be used as Foreland Fields School's air conditioning works via air recycling in a single classroom and is not a centralised system. Windows and/or doors must be kept open to improve ventilation whilst air conditioning is being used. Fans should only be used, as a temporary measure, during an episode of a heatwave once the above steps have been carried out and if staff/pupil condition determines that this is critical. Prior to using the fans, staff must ensure they are clean and ready for use with no visible dirt. Fans should have blades that are accessible to clean and all buttons and touch surfaces should also be cleaned prior to use. 	Headteacher	Ongoing
IT equipment, specifically iPads, keyboards and touchscreens and communication devices/switches are shared between pupils without adequate cleaning.	<ul style="list-style-type: none"> Where IT equipment is shared, it must be cleaned regularly using IT specific sterile wipes across all surfaces. Pupils to wash their hands regularly and especially when using IT equipment Electronic communication devices, specific to pupils, should be accessible throughout the day to the pupil but should be cleaned regularly The large touch screen devices in each class, e.g. Whiteboards and Plasma Screens, can be utilised across the school day but should be cleaned regularly using screen wipes. 	Leaders of Learning / Class Teachers	Ongoing

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
Music and Performances	<ul style="list-style-type: none"> • The timetable for this room must be observed and the room ventilated – especially when singing. The room and its equipment must be cleaned following use by class teams and in the evening by the site team. • The music therapist will clean surfaces and furniture used and keep doors/windows open. • Staff needing to use instruments/equipment as part of music lessons should follow the instructions below. • Where education is not impacted avoid sharing equipment. • Wind Instruments should not be used until further notice. • Clean all instruments prior to and following use. 	Leaders of Learning / Class Teachers	Ongoing and Following Changes in Guidance
Soft Play	<ul style="list-style-type: none"> • Stringent daily cleaning after school will be completed by the cleaning team. • Cleaning of main touch surfaces by class teams following sessions. • The room will be timetabled. • Any incidents of sickness or confirmed COVID-19 cases will mean the room is closed for deep cleaning and the mobile air sterile deployed. • The door is propped open where possible to support ventilation. 	Leaders of Learning / Deputy Headteachers	Term 6 - onwards for monitoring
PE	<ul style="list-style-type: none"> • Large indoor spaces used should maximise natural ventilation flows through opening windows and doors or using air conditioning systems wherever possible. • Outdoor wherever possible and not limiting educational progress. • Cleaning of all equipment before and after use. • Changing rooms can be used, but bench surfaces must be cleaned following use. • We can now work with external coaches and organisations as well as take part in indoor and outdoor competition between different schools. • We will continue to promote the active mile and put in place structured play opportunities at break and lunchtime. 	Deputy Headteachers / Class Teachers	Ongoing and Following Changes in Guidance
Sensory room	<ul style="list-style-type: none"> • Sensory room use is timetabled. • Cleaning between class groups plus cleaning by staff teams. • Where possible (where pupil needs allows) prop the door open. 	Class Teachers / Deputy Headteachers	Term 6 - onwards for monitoring
Sensory Play	<ul style="list-style-type: none"> • Use resources that can be cleaned easily. • Sand and water play take place, resources should be refreshed and cleaned following use. Resources such as sand can be shared, but hygiene measures such as regular hand washing and cleaning of associated toys such as buckets and spades should take place. 	Class Teachers / Deputy Headteachers	Term 6 - onwards for monitoring

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
	<ul style="list-style-type: none"> Party blowers and bubbles can be used, but should either be individualised or cleaned after each use. Play dough and other sensory medium can be shared using regular hand washing and cleaning of resources as appropriate. 		
Other shared rooms	<ul style="list-style-type: none"> Staff should strictly follow the shared timetables. Staff should clean all equipment used in the room prior to / following use. 	Deputy Headteachers	Term 6 - onwards for monitoring
Lego Therapy	<ul style="list-style-type: none"> Lego therapy can be delivered but Covid-secure measures such as hand hygiene and good ventilation should be used. Room used is cleaned prior to and following use. Resources cleaned prior to and following use. 	Lego Therapist / Class Teachers	Term 6 - onwards for monitoring
Aromatherapy / Massage	<ul style="list-style-type: none"> Massage and Aromatherapy can take place. Students and massage therapists to wash their hands prior to and following session. Room to be kept ventilated. 	Aromatherapist / Class Teachers	Term 6 - onwards for monitoring
Talking Therapies	<ul style="list-style-type: none"> Talking Therapies can be delivered. Room used is cleaned prior to and following use. Resources cleaned prior to and following use. Keep windows and doors open. 	Therapists / Class Teachers	Term 6 - onwards for monitoring
After School clubs	<ul style="list-style-type: none"> The school will begin the return of after school clubs in Term 1, which will be determined by the whole school COVID-19 risk assessment and staff availability. 	Headteacher / FLO	Term 1 2021-22 onwards
Offsite Educational day visits and residential trips.	<ul style="list-style-type: none"> Educational day visits can take place as long as they are fully risk assessed, approved by SLT and conducted in a COVID secure manager in in line with Health and safety on educational visits - GOV.UK (www.gov.uk) . Domestic residential visits can take place in line with guidance that is current at that time. Full risk assessments should be conducted and SLT approval gained. Staff should use annex C and the system of controls in the guidance for school documentation to inform their planning. All off site visits must be processed through EVOLVE, with any adventurous activities being signed off by KCC. 	Headteacher	May 17 th onwards

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
1.3 Availability of Staff and Class Sizes			
The number of staff who are available is lower than that required to teach classes in school and operate effective home learning	<ul style="list-style-type: none"> The health status and availability of every staff member is known and is regularly updated so that deployment can be planned. The school leadership team will discuss any concerns individuals may have around their particular circumstances and reassure staff about the protective measures in place. As restrictions have been eased following the move to Step 4 of the roadmap Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take. Further information can be found in the guidance on protecting people who are CEV from COVID-19. Staff who are CEV will complete a risk assessment for their work at school alongside the school SLT. The school is encouraging vaccine take up and enabling staff who are eligible for a vaccination to attend booked vaccine appointments where possible, even during term time. The school will encourage pregnant women to follow the occupational health advice from the Royal College of Obstetrics and Gynaecology. Full use is made of those staff who are self-isolating or shielding (staff who are shielding should provide a government shielding letter or similar from their clinician) but are well enough to work online. Full use is made of testing to inform staff deployment. 	Deputy Headteachers / Headteacher	Ongoing – Dependant on staff attendance / Local Tier Level
1.4 Prioritising Provision			
The return of all pupils on a full time basis	<ul style="list-style-type: none"> School attendance is mandatory for all pupils of compulsory school age, and it is a priority to ensure that as many children as possible regularly attend school. Where a child is required to self-isolate or quarantine because of COVID-19 in accordance with relevant legislation or guidance published by PHE or the DHSC they will be recorded as code X (not attending in circumstances related to coronavirus). Where they are unable to attend because they have a confirmed case of COVID-19 they will be recorded as code I (illness). For pupils abroad who are unable to return, code X is unlikely to apply. In some specific cases, code Y (unable to attend due to exceptional circumstances) will apply. Further guidance about the use of codes is provided in the school attendance guidance. 	DHT	Ongoing

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
	<ul style="list-style-type: none"> The school will continue to work with pupils/parents who are anxious about returning to school, which may involve liaison with the School Attendance Officer. Pupils/students whose parents/carers wish their child to continue to shield will need to share confirmation of this decision by the appropriate clinician. 		
1.5 The School Day			
The start and end of the day create risks of transmission	<ul style="list-style-type: none"> The risk of transmission will be reduced by ensuring parents/carers remain outside and are spread about the site to reduce crowding. The school day is no longer staggered. The School day is now 8.30am – 2.50pm. From September, the school will close every Thursday at 2.00pm in order to allow time for staff training and ensure opportunities for staff to meet to discuss pupils, provision and development. Pupils/students will no longer be collected from their cars. Nursery and Infant pupils should enter through the Infant gate, waiting in the new hard surface area and will be directed by staff at the beginning of term to the appropriate place for their child to be collected. Junior pupils will be collected from outside the main reception entrance. Key Stages 3, 4 and 6th Form will be collected from outside the main secondary entrance. 	Headteacher	Ongoing and Following Changes in Guidance
1.6 Planning Movement around the School			
Movement around the school risks reduction in covid security.	<ul style="list-style-type: none"> Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas. The Government is removing the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. Secondary and primary pupils to access school via separate entrances. Reception has a glass partition separating admin staff from others in reception. This partition will remain closed at all times. Staff to 'swipe' in at reception at the start and end of the day. Pupils access outside areas through classroom doors thus preventing large groups passing in corridors. 	Headteacher / Deputy Headteachers	Ongoing and Following Changes in Guidance
1.7 Curriculum Organisation			
Pupils will have fallen behind in their learning during school closures and achievement gaps will have widened.	<ul style="list-style-type: none"> The school will continue to access national education recovery support, as required, including the catch-up premium, recovery premium, summer school programme, tutoring (including the National Tutoring Programme and 16 to19 tuition fund), teacher training opportunities, curriculum resources, specialist settings, and wider continuous professional development resources, including to support teacher wellbeing and subject-specific teaching. 	Deputy Headteachers	Ongoing and Following Changes in Guidance

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
	<ul style="list-style-type: none"> • Home school contact to be maintained via home-school contact books as well as continuing with ClassDojo and the school website. • EHCP Meetings may be held virtually or in school and new targets shared with parents. • Steps in place to enable parents to contribute to evidencing pupil progress via Evidence for Learning (EfL). • Measures in place to ensure the school has capacity for 'immediate remote education' in the event of a local outbreak or a school outbreak. This will include use of EfL, ClassDojo, YouTube and Microsoft teams. The school has a Remote Education Policy in place to support this. 		
1.8 Staff Workspace			
Staff rooms and offices do not allow for observation of social distancing guidelines.	<ul style="list-style-type: none"> • Breaks are to be staggered so that wherever possible a maximum of 2 members of staff per class is on break at a time. • The staff rooms are ventilated and cleaning materials provided to wipe down surfaces before and after use. • Staff are allowed to take their breaks outside/offsite where they choose. • Tables are spaced. • Should staff wish to take hot drinks with them outside, they should only use lidded travel mugs when moving within corridors. • PPA for Teachers can be taken at home. 	Deputy Headteachers	Ongoing and Following Changes in Guidance
1.9 Managing the School Lifecycle			
Limited progress with the school's calendar and work plan because of COVID-19 measures.	<ul style="list-style-type: none"> • School calendar/diary to allow for the adjustment of weekly major events such as assemblies, sports days, Christmas etc. to enable these events to take place in line with the school's RA and current COVID numbers within the school/community. Their planning will also account for meeting pupil/student needs. • Staff recruitment to continue as normal. The manner that the interviews will be conducted will be based on local transmission rates and the job role. Interview rooms to be ventilated and cleaned between candidates. Candidates will be asked to have their temperature taken and to confirm a negative lateral flow test prior to attending. The Government is removing the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. • Planning of arrangements for specialist interventions allocated to pre-school pupils via First Leap Nursery to be completed, including training and support to be offered in a Covid-secure manner (hand hygiene, ventilated rooms etc.) to new parents and shared placements nurseries. Visitors will be asked to have their temperature taken and to confirm a negative lateral flow test prior to attending. The Government is removing the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. 	Headteacher, Deputy Headteacher (Health), Deputy Headteacher (Curriculum)	Term 1

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
	<ul style="list-style-type: none"> Senior Leaders to remain alert to all relevant guidance regarding COVID-19 R rating in order to ensure a relevant and up to date response. To ensure regular communication with parents throughout the school year. 		
Pupils moving on to the next phase of their education do not feel prepared for the transition.	<ul style="list-style-type: none"> Return to 'normal' operation of management of transitions, whilst making any necessary adaptations in light of COVID-19 e.g. ensuring visits to our site or external sites follow all necessary guidance. Regular communication between Year 14 parents/carers and SLT / College. Regular communication between SLT and parents/carers – particularly of N, Y2, Y6 and Y11. 	Headteacher, Deputy Headteachers	Ongoing and Following Changes in Guidance
1.10 Governance and Policy			
Governors are not fully informed or involved in making key decisions.	<ul style="list-style-type: none"> Online/telephone conference meetings are held regularly with governors. Return to meetings in person where it is safe, possible and appropriate. Governing body are involved in key decisions regarding operations during COVID-19 crisis. Governors are briefed regularly on the latest government guidance and its implications for the school. Risk assessment shared with Governors and Senior Leaders to seek approval from Governors prior to any growth in the provision. Where necessary Covid-secure visits by Governors can be arranged. 	Headteacher	Ongoing
1.11 Policy Review			
Existing policies on safeguarding, health and safety, fire evacuation, medical, behaviour, attendance and other policies are no longer fit for purpose in current circumstances	<ul style="list-style-type: none"> All relevant policies have been revised to take account of government guidance on social distancing and COVID-19 and its implications for school. Where appropriate, addendums to key policies have been produced to ensure safe working practice. Staff, pupils, parents and governors have been briefed accordingly. Policy Addendums for Safeguarding, Attendance, Health and Safety, Positive Behaviour and Lone Working all scrutinised by Governors and signed by Chair of Governors. 	Headteacher	Ongoing
1.12 Communication Strategy			
Key stakeholders are not fully informed about changes to policy and procedures	<ul style="list-style-type: none"> Communication via email, phone, school website, ClassDojo and letter are in place for staff, pupils, parents, Governors, LA, NHS, Social Services and other partners. A folder for COVID-19 has been set up on KLZ SharePoint- procedures. 	Headteacher, Deputy Headteachers	Ongoing

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
due to COVID-19, resulting in ill health.	<ul style="list-style-type: none"> Additional policy addendums available to staff on KLZ SharePoint. Any changes to policies or procedures communicated with staff and the Governing Body. 		
1.13 Staff Induction and CPD			
Staff are not trained in new procedures, leading to risks to health.	<ul style="list-style-type: none"> A revised staff handbook is issued to all staff prior to starting work and includes COVID-19 secure versions of Infection control, fire safety and evacuation, safeguarding and risk management. Any new staff to continue to receive induction prior to starting in school. Aspects of this may be delivered remotely. Whole school trained in new school risk assessment and regular updates given via email and twilight sessions. 	Headteacher / Deputy Headteachers	Ongoing
New staff are not aware of policies and procedures prior to starting school.	<ul style="list-style-type: none"> Induction programmes remain in place – whether online or in school. The revised school handbook is in place. 	Headteacher / Deputy Headteachers	Ongoing
1.14 Free School Meals (FSM)			
Pupils eligible for FSM do not receive them.	<ul style="list-style-type: none"> Return to normal operation of FSM and ensure all pupils eligible for this receive it. Entitled children absent from school due to school full or part closure, or following self-isolation advice, to receive vouchers for FSM covering the period of absence. School to provide vouchers for pupils entitled to FSM over holiday periods when directed to do so by the Government. 	School Business Manager, Office Manager	Ongoing
1.15 Risk Assessments			
Risks are not comprehensively assessed in every area of the school in light of COVID-19, leading to breaches of social distancing and hygiene guidance.	<ul style="list-style-type: none"> Risk assessments are updated or undertaken before the school increases or changes its roll and mitigation strategies are put in place and communicated to staff. These will cover; different areas of the school, when pupils enter and leave school, movement around school, break and lunchtimes, delivery of aspects of the curriculum. Foreland Fields School's COVID-19 Risk Assessment - School Operating Procedures (this risk assessment), including any updates/amendments, to be shared with staff and Governors prior to implementation asking for their comments and feedback. Risk assessment to be placed as an agenda item on all school meetings. Updates to risk assessments to be communicated with staff and placed on KLZ SharePoint. 	Headteacher / Deputy Headteachers	Ongoing and Following Changes in Guidance

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
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1.16 School Transport

Changes to school transport as a result of COVID-19.	<ul style="list-style-type: none"> The school will encourage parents/carers without school transport to use active travel, walking and cycling wherever possible. This will include implementation of the bikeability scheme. 	Headteacher, Office Manager	Ongoing and Following Changes in Guidance
There is a greater risk to pupils travelling on School Transport	<ul style="list-style-type: none"> The guidance for school transport has been updated as of August 17th (see link above) 	Headteacher School Transport Driver, School Transport Escort	Ongoing and Following Changes in Guidance

Risk Rating after action	Likelihood : 1	Consequence: 3	Risk: 3
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2. INVESTING IN SAFETY EQUIPMENT AND HEALTH AND SAFETY ARRANGEMENTS TO LIMIT THE SPREAD OF COVID-19

Risk Rating prior to action	Likelihood : 1	Consequence: 3	Risk: 3
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2.1 Cleaning

Cleaning capacity is insufficient to meet new demands of COVID-19 crisis.	<ul style="list-style-type: none"> Additional hours of cleaning purchased for daytime – there will be 2 cleaners operating between 8:30am and 3pm daily. Door handles and push panels are cleaned across the school on an ongoing and continuous basis. Additional deep cleaning completed on rotation. Identified shared rooms, such as soft play, cleaned with increased regularity. Regular walks to check school cleanliness – especially sluice areas – but also classrooms undertaken by Site Manager, Health and Therapy Assistant and/or Senior Leaders. Hygiene products in place around school, especially in toilets and common areas. This will include soap, tissues in class, paper towels, gloves, aprons, alcohol gels including additional dispensers. Toilet cleaning is enhanced. They are cleaned by cleaning team twice daily. Staff to inform site team if additional cleaning is required (including if bins are full). Students, wherever possible, should use the toilet nearest to their class. Ensure all bins across the school are emptied at least twice daily. Classroom bins changed to deep bins in order to prevent access. Outdoor play equipment surfaces cleaned on a daily basis prior to the start of the day by the site team and prior to use by the class team. Cleaning products for outside and inside class spaces kept in locked cupboard in class. Deep clean of all rooms on rotation. First Leap Nursery cleaned thoroughly by cleaning team between groups every lunchtime. Cleaning team keep register to show cleaning that has occurred and report to Karen Glover (School Business Manager). 	Deputy Headteachers, Site Manager, School Business Manager	Start of Term 6
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Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
Classrooms and teaching and learning activities do not ensure hygienic and COVID-19 secure practice.	<ul style="list-style-type: none"> In class, frequent cleaning to include wiping of surfaces such as desk tops. Clean equipment that is in use. Toys/resources can be shared in class, but must be cleaned regularly. On a regular basis, Leaders of learning to ensure that toys are washed in the dishwasher/washing machine. All classrooms and other rooms not in use should be locked and signposted as not for use. Keep learning environments well organised, making use of storage and ensuring work surfaces are kept clear where ever possible, and especially at the end of the day – to enable efficient cleaning. Soft furnishings can be used, but must be cleaned using anti- bacterial / virus spray. 	Leaders of Learning Nursery Manager	Term 6 ongoing
Outdoor play areas	<ul style="list-style-type: none"> Outdoor play equipment is disinfected by the site team at the start of every day. Using standard cleaning products as well as spray sanitiser. 	David Ward, Class Teachers	Term 6 ongoing
Administration corridor	<ul style="list-style-type: none"> EHCP room, family room, PPA room and staff workroom to be cleaned daily by Foreland Fields School Housekeeper. Cleaning equipment to be left in these shared rooms to enable staff to wipe down main surfaces prior to use. 	Headteacher, Site Manager, School Business Manager	Term 6 ongoing
Staff are not aware of procedures for raising concerns related to COVID-19 related Health and Safety matters.	<ul style="list-style-type: none"> Any non-urgent Health and Safety matters to be raised using the school's online reporting system, Parago. Urgent Health and Safety matters, especially those related to COVID-19, should be reported instantly to the Headteacher or Deputy Headteachers. 	Headteacher / Deputy Headteachers	Ongoing
Personal Care rooms	<ul style="list-style-type: none"> Wall mounted Air Sterile devices have been placed in all intimate care rooms. Yellow waste bags emptied twice daily. Trio spray, soap and water available for staff to clean surfaces (trio) and beds (soap and water). 	Site Manager / School Business Manager	
2.2 Hygiene and Handwashing			
Inadequate supplies of soap and hand sanitiser means that pupils and staff do not wash their hands with sufficient frequency.	<ul style="list-style-type: none"> Weekly stocktake to ensure adequate supplies is completed by the site team with oversight by the Health and Therapy Assistant – and reported to the Deputy Headteachers/Headteacher. Site team to undertake daily check of soap and hand sanitiser and refill as required. 2 members of housekeeping team, as well as Site Manager / Senior Caretaker, on site throughout the day. They will supply soap and hand sanitiser on request. Handwashing for all staff and pupils to be part of the daily routine. 	Site Manager, Deputy Headteachers, Health and Therapy Assistant	Ongoing

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
Pupils forget to wash their hands regularly and / or wash their hands poorly.	<ul style="list-style-type: none"> Teachers and TAs actively teach handwashing technique (20 seconds) and supervise as appropriate. Hand washing occurs on arrival, after the toilet, before and after breaks, and before and after eating. Also, when transitioning between areas of the school and activities. Staff to model frequent and correct handwashing and supervise trips to the toilet as appropriate to individual need. Additional use of hand sanitiser. Posters reinforce the need to wash hands regularly and also focus on technique. 	Leaders of Learning / Nursery Manager	Ongoing
2.3 Clothing / Fabric / Personal Belongings / Shoes			
Not wearing clean clothes each day may increase the risk of the virus from spreading.	<ul style="list-style-type: none"> All pupils to wear school uniform. Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal. The school does not expect parents to pay out for new uniform during this academic year if pupils have grown out of or ruined articles. School being less stringent on school uniform expectations. 	Leaders of Learning / Nursery Manager	Ongoing
The use of fabric chairs may increase the risk of the virus spreading.	<ul style="list-style-type: none"> Soft furnishings can be used, but must be cleaned using anti-bacterial/virus spray. This cleaning is to be completed by the school cleaning team. 	Leaders of Learning / Nursery Manager	Ongoing
Pupils bring in items from home which are contaminated.	<ul style="list-style-type: none"> We still recommend that pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and comfort items. Bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Home – school contact books should be used. 	Leaders of Learning / Nursery Manager	Ongoing
Pupils that require spare clothing	<ul style="list-style-type: none"> Sometimes, due to their needs, our pupils require access to a spare set of clothes. Any child likely to need a spare set at school, should have these packed in their bag. If this spare set are not needed during the course of the day, they will remain in their bag. Parents/Carers are encouraged to provide pupils swim pants for Hydrotherapy. 	Leaders of Learning / Nursery Manager / FLO	Ongoing – Or following Changes in Guidance
2.4 Testing and Managing Symptoms			
Testing is not used effectively to help manage staffing availability and secure staff health.	<ul style="list-style-type: none"> Secondary aged pupils will be encouraged to test twice on return after the summer holiday, at least one test being completed prior to the first day of school. The school will retain a small onsite testing capacity. All Staff (including class GS) use the the home test model. Secondary students will be encouraged to test twice weekly at home. For most students this will be at home. For others who are unable to test at home, this will be onsite. The school recognises that testing is voluntary and that many of our students will not be able to be tested due to their SEN. We are not currently able to assist pupils that cannot self-administer. 	Deputy Headteachers	Ongoing – Or following Changes in Guidance

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
	<ul style="list-style-type: none"> The lateral flow test results are recorded on the national test and trace platform as well as on the school's records. Results for school based lateral flow tests will all be recorded. Home based tests will also be recorded in school – parents/carers will contact class teachers to notify them of the result. The school will continue to maintain the results from all lateral flow and PCR tests, for students and staff. Any student/staff member testing positive via a lateral flow test in school will be isolated in the COVID response rooms (as detailed below) and sent home to isolate and book a PCR test. Positive LFT home and school tests will need to be confirmed via PCR test. Those who test positive should isolate, take a confirmatory polymerase chain reaction (PCR) test, and continue to isolate if the result is positive. Under-18s, irrespective of their vaccination status, and double vaccinated adults will not need to self-isolate if they are a close contact of a positive case. They will be strongly advised to take a PCR test and, if positive, will need to isolate. 18- year-olds will be treated in the same way as children until 6 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. The exception is for close contacts of suspected or confirmed Omicron cases, who will be asked to isolate for 10 days. Post-testing support is available through the schools wellbeing package. This guidance has been explained to staff as part of the induction process and communication regarding access to testing communicated with all staff. Any member of staff developing symptoms should be PCR tested. If they test negative, they can return to work. Staff are requested to present proof of a negative test result to Senior Leaders. If staff test positive, they will follow all advice from the NHS and school will offer support by phone. The school will complete a further Public Health England (PHE) referral for advice on next steps for any staff/pupils/facilities that the member of staff who has tested positive has been in contact with. 		
Infection transmission within school due to staff/pupils (or members of their household) displaying symptoms.	<ul style="list-style-type: none"> Robust collection and monitoring of absence data, including tracking return to school dates is in place. In addition to this, the school maintains a register of visitors and the contacts they have had around the school which could be used in the event of a positive test. This information will be passed on to the Government Test and Trace. Pupils, parents and staff are aware of what steps to take if they, or any member of their household display symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to the term, clinically extremely vulnerable or if a staff member is pregnant should this apply. 	Deputy Headteacher (Health)	Ongoing – Or following Changes in Guidance
Staff, pupils and parents are not aware of the schools procedures (including on self-isolation and testing) should anyone	<ul style="list-style-type: none"> Staff, parents and carers have received clear communications informing them of current government guidance on the actions to take should anyone display symptoms of COVID-19 and how this will be implemented in school. Any staff member /pupil displaying symptoms regardless of vaccination status should not come to school. Any updates regarding signs and symptoms of COVID-19 is communicated to staff and parents. Guidance has been explained to staff and pupils as appropriate as part of the induction / return to school process. Any updates or changes to this guidance are communicated in a timely and effective way to stakeholders. 	Headteacher / Deputy Headteachers	Ongoing – Or following Changes in Guidance

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
display symptoms of COVID-19.	<ul style="list-style-type: none"> • Any staff or pupil who is a close contact of a positive case including a member of their household, should complete a PCR test at the earliest opportunity. Pupils (under 18 ½) and staff members who are double vaccinated can continue to attend school whilst awaiting their test result. School leadership reserve the right to ask staff not to attend until the result of the PCR is received based on the health needs of the students they are supporting. Staff who are close contacts and are not double vaccinated will need to isolate for 10 clear days. • Staff/parents/carers should notify SLT if they or a family member has COVID-19 or suspected COVID-19 / symptoms of COVID-19. • Staff/parents/carers should notify SLT if they receive information that a pupil or a pupil’s family member has COVID-19 or suspected COVID-19 / symptoms of COVID-19. This includes notifying SLT if the case is confirmed or suspected as being the Omicron variant. • Staff and parents should keep checking emails, letters, the school website and ClassDojo for updates on COVID-19. 		
Inappropriate action in event of a suspected case.	<ul style="list-style-type: none"> • If any pupil, or members of that child’s family, is displaying any symptoms of COVID-19, the child should not attend school. • Any pupil with any of the symptoms listed on the DfE / NHS websites is to be sent home and requested to take a PCR test. • Parents/carers contacted as a matter of urgency and told they must collect their child. • Whilst awaiting collection, the child is to be isolated in the small therapy room with a member of staff. PPE (gloves, apron, face mask) should be used by accompanying staff at this point. The window should be opened for ventilation. If safe to do so, the door should also be propped open. • If a pupil vomits, the room must be immediately vacated and locked. Once vacated, the cleaning team, wearing PPE including apron, mask and gloves, will clean the room then the Air Sterile unit placed in room by site team for 1 hour. Leaving the room locked and signposted as ‘No Entry’ for the duration when the Air Sterile is in use. • Materials used during supporting a pupil/staff member with suspected symptoms should be placed in a yellow hazardous waste bin bag in the COVID response room. • If the school questions whether a child is genuinely showing signs of COVID-19, e.g. the child has a cough but it is hard to tell if it is his normal cough, they will err on the side of caution and send the child home. • If any member of staff, or their family members, are displaying any symptoms of COVID-19 they should not attend work (school). • Any member of staff displaying symptoms during the day will be sent home to arrange for testing. • If someone who staff live with has symptoms of COVID-19, or has tested positive for COVID-19, they will not need to self-isolate if any of the following apply: <ul style="list-style-type: none"> ➤ They are fully vaccinated – this means 14 days have passed since your final dose of a COVID-19 vaccine given by the NHS ➤ They under 18 years, 6 months old (students do not need to self-isolate) 	Headteacher / Deputy Headteachers	Ongoing - Review as required following suggested changes in procedures

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
	<ul style="list-style-type: none"> ➤ They are taking part or have taken part in a COVID-19 vaccine trial ➤ They have not able to get vaccinated for medical reasons <p>Even if you do not have symptoms, you should still:</p> <ul style="list-style-type: none"> ➤ get a PCR test on GOV.UK to check if you have COVID-19 ➤ follow advice on how to avoid catching and spreading COVID-19 ➤ consider limiting contact with people who are at higher risk from COVID-19 <ul style="list-style-type: none"> • You should not arrange to have a PCR test if you have previously received a positive PCR test result in the last 90 days, unless you develop any new symptoms of COVID-19, as it is possible for PCR tests to remain positive for some time after COVID-19 infection. • Even if you are vaccinated, you can still be infected with COVID-19 and pass it on to others. If you are identified as a contact of someone with COVID-19 but you are not required to self-isolate, you can help protect others by following the guidance on how to stay safe and help prevent the spread. As well as getting a PCR test, you may also consider: <ul style="list-style-type: none"> ➤ limiting close contact with other people outside your household, especially in enclosed spaces ➤ wearing a face covering in enclosed spaces and where you are unable to maintain social distancing ➤ limiting contact with anyone who is clinically extremely vulnerable ➤ taking part in twice weekly LFD testing. 		
2.5 First Aid / Designated Safeguarding Leads			
The lack of availability of First Aiders and DSL's puts children's safety at risk.	<ul style="list-style-type: none"> • The safeguarding team ensure that there is always a minimum of one DSL on site at all times pupils are present – a full return to normal operation of the school safeguarding team. Also, a full return of normal safe operation including First Aid, Access to Therapy, Eating and drinking support and the administration of medication. • The school has signed up to the Operation Encompass notification system and this is checked by a member of the Designated Safeguarding Team on a daily basis. Appropriate action is then taken including Digital Front Door referrals, liaison with Social Services or Police. 	Headteacher / Deputy Headteachers / FLO	Ongoing – Or following Changes in Guidance
2.6 Medical Room			
Medical rooms are not adequately equipped or configured to maintain infection control.	<ul style="list-style-type: none"> • Suspected COVID-19 cases are taken to the small Therapy room adjacent to the Medical room – this room has a sign 'COVID response room'. • Staff not to enter the room unless required to do so for an appointment. Barrier to be placed in front of door to prevent staff from walking in. 	Deputy Headteachers	Ongoing – Or following Changes in Guidance
2.7 Communication with Parents			
Parents and carers are not fully informed of the health and safety	<ul style="list-style-type: none"> • Parents are kept up to date with information, guidance and the school expectations on a regular basis using a range of communication tools. • A COVID-19 section on the school website is created and updated. 	Headteacher, Deputy Headteachers	Ongoing – Or following

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
requirements for the reopening of the school.	<ul style="list-style-type: none"> Parents and pupil handbook is created. See section 2.4 (above) regarding testing and managing symptoms. 		Changes in Guidance
Parents and carers may not fully understand their responsibilities should a child show Coronavirus symptoms.	<ul style="list-style-type: none"> Key message in line with government guidance are reinforced on a regular basis via email, text and the school's website. Parent handbook distributed to all parent/carers. Parents able to direct message staff via ClassDojo. This includes Senior Leaders. Any updates from NHS/Public Health England or the Government regarding Coronavirus symptoms communicated to parents via letter, website and ClassDojo. 	Headteacher	Ongoing
2.8 PPE, Including Non-Aerosol and Aerosol generating Procedures as well as Personal Care and Moving and Handling			
PPE for Non- Aerosol Generating procedures are not used or not used correctly and /or insufficient rigor in hygiene procedures in changing rooms, when medicating a child, or when feeding a child via gastrostomy (bolus) or 1:1 for a child with eating and drinking difficulties, or when supporting a pupil having a tonic clonic seizure.	<ul style="list-style-type: none"> Gloves, aprons or masks (surgical) are available and should be used when changing a child. They should also be used in all other circumstances where PPE would be used, such as when giving medication (if this requires close contact, particularly oral or rectal administration or via gastrostomy sites) or when feeding a child via gastrostomy or 1:1 that requires close contact (bolus feeding or supporting a child with eating and drinking difficulties). Gloves, aprons and masks should also be used when supporting a child who is having a seizure, such as a tonic clonic seizure, where close support is required and there is a risk of saliva/material exiting the pupils mouth. Class teams will be trained in this specific use of PPE and actions to take in the event of a tonic clonic seizure. This will involve assisting the pupil immediately if they are in imminent danger e.g. of banging their head etc. Then, working as a team to ensure that staff closely supporting have a surgical mask, eye wear, apron and gloves on. Classes with pupils likely to have a full tonic clonic seizure will be issued with PPE kits for their classroom so they can react quickly as required. Eye wear is available for use as required. This could be used if changing a pupil with loose stools. Any child with gastroenteritis should be sent home as per usual procedures. However, some of our pupils have loose stools on a regular basis as a function of a feature of their SEN. In this case, staff should use eye wear alongside aprons, gloves and surgical masks. This eye wear must be cleaned following use, using the alcohol wipes provided. Eye wear to be stored in LOL offices and then returned to the Health and Therapy Assistant's office for thorough cleaning. Aprons, masks and gloves are single use only and should be disposed of using the yellow hazardous waste bins. PPE stock is monitored weekly by the Health and Therapy Assistant alongside the Site Manager and reported to the Deputy Headteacher / Headteacher. Staff should follow all policy, procedure and training for handwashing and maintaining hygienic changing rooms / toilets. Training delivered to reinforce knowledge of hygiene procedures when changing a child. Staff should follow guidance/training on donning and doffing of PPE from Public Health England – which explains not only how to take on and off PPE, but also when and how to wash hands through this process. 	Deputy Headteachers	Ongoing - Review as required following suggested changes in procedures

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
	<ul style="list-style-type: none"> Limit the number of children or young people who use the toilet facilities at any one time. Signs placed on the doors of changing rooms to indicate the number of pupils that can be changed at a time. Nappies can be stored in changing rooms – but the new sealed drawer systems must be used. They should arrive in school in sealed bags and kept locked in cupboards in classrooms. Air sanitisation devices have been installed in the hygiene/changing rooms to further support the enhanced cleaning procedures in place around the school. 		
PPE for Aerosol generating procedures such as suctioning, tracheostomy changes / barrel changes is not used properly or at all.	<ul style="list-style-type: none"> Only staff trained in working with aerosol generating procedures will complete these tasks. This training has been delivered by Chris Holmes (Health and Therapy Assistant) following her training with KCC/NHS Kent. Pupils who may require this type of support have a full risk assessment which was completed prior to their return to school. This risk assessment has been written in coordination with the NHS (Special School Clinical Nursing Service). PPE stock is monitored weekly by the Health and Therapy Assistant alongside the Site Manager and reported to the Deputy Headteacher/Headteacher. Staff will follow the PHE guides to donning (putting on) and doffing (taking off) PPE during Aerosol Generating Procedures (AGP). Staff should wear disposable gloves, apron, FFP3mask and eye/face protection. All staff trained in this procedure will be shown where this equipment is kept. Materials for cleaning the re-usable equipment will be available. All disposable items placed in hazardous waste bin, including surgical mask. Face protection should be cleaned after each use. Thorough handwashing and change of clothing if required. Following updated guidance, AGP can take place in class without evacuation, where necessary and where there is no alternative. There is currently no room that can be designated as available and safe for use for AGP. Full COVID-19 measures are in place including a bespoke individualised pupil's RA to manage this. The Tracheostomy association states that there is no enhanced risk of transmission of COVID-19 from persons with tracheostomies in comparison to those without and that due to a reduced cough reflex the risk may be less. 	Deputy Headteacher / Health and Therapy Assistant	Ongoing - Review as required following suggested changes in procedures
PPE for daily life for staff team not available resulting in increased risk of transmission.	<ul style="list-style-type: none"> PPE stock is monitored weekly by the Health and Therapy Assistant alongside the Site Manager and reported to the Deputy Headteacher / Headteacher. 	Health and Therapy Assistant	Ongoing
Use of Face Coverings by pupils and staff	<ul style="list-style-type: none"> Face coverings are longer advised for pupils, staff and visitors either in classrooms or in communal areas. The Government is removing the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school or college. 	Headteacher, Deputy Headteachers	Ongoing – Or following Changes in Guidance

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
	<ul style="list-style-type: none"> Face coverings may be reintroduced in communal areas or classrooms by the school following positive cases in the setting and following advice from public health. In these circumstances, transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn. Any reintroduction of face coverings will take account of PHE advice, the students educational needs and staff working conditions, balancing these with the need to control the risk of transmission. 	/ Leaders of Learning	
Pupil dribbling (excess saliva) is not adequately managed and presents a hygiene risk.	<ul style="list-style-type: none"> See section 3.1 below 	Deputy Headteacher (Curriculum), Leaders of Learning	Ongoing
Moving and Handling	<ul style="list-style-type: none"> The use of PPE for Moving and Handling, such as standing transfers, hoisting etc. should be on a case by case individual risk assessment basis. Staff should consider the risk of transmission due to pupil's excess saliva or spitting etc. as well as the type of moving and handling when making this assessment. Based on this assessment, staff might decide that washing of hands is adequate, or if not to make use appropriate PPE. 	Deputy Headteacher, Health and Therapy Assistant	Ongoing - Review as required following suggested changes in procedures
2.9 Cleaning Hearing devices and radio aids			
Hearing devices and radio aids not cleaned using correct procedures increasing risk of transmission	<ul style="list-style-type: none"> Follow guidance from BATOD and the Sensory service (see COVID-19 file). HI Leads have this guidance and have shared it with all staff involved. HI Leads are the only staff to undertake cleaning of HI devices and radio aids. Information shared with parents/carers 	DHT Health HI Leads	Ongoing
2.10 Cleaning of OT/PT equipment			
OT/PT not cleaned using correct procedures increasing risk of transmission	<ul style="list-style-type: none"> Timetabled deep clean of OT/PT equipment. Regular cleaning of equipment by class staff. Class staff to clean the equipment of the pupil they work with. 	DHTs PMLD lead	Ongoing
Risk Rating following action	Likelihood : 1	Consequence: 3	Risk: 3
3 MAXIMISING COVID SECURE MEASURES			
Risk Rating prior to action	Likelihood : 2	Consequence: 3	Risk: 3
3.1 Pupil Behaviour			

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
Pupil behaviour presents a challenge to themselves or others requiring staff intervention, including physical intervention	<ul style="list-style-type: none"> • Pupils will be risk assessed on an individual basis to evaluate their provision. This assessment will take account of their safety and the safety of their peers and the staff working with them. The outcome of this risk assessment could be; enhanced use of PPE and cleaning, 1:1 provision, reduced attendance or off-site provision (home learning). • Clear message to pupils of expected behaviour. • Staff to follow pupil’s behaviour plan, paying particular regard to proactive strategies, in order to prevent escalation. • Staff to remain extra vigilant to ‘triggers’ or ‘warning signs’ in order to be proactive in dealing with behaviours and prevent them from escalating. • Greater consideration given to clearing the immediate area in order to reduce the risk to other pupils and staff. • Staff to adopt calming strategies to promote de-escalation. This may involve the offer of known favoured activities. • Senior Leaders to be called in the event that physical intervention may be necessary. • Prior to intervention, staff to ensure they are acting in the best interest of the child. Ensure that any intervention is the least restrictive. • In line with Positive Behaviour Policy, any intervention to be used as a planned response. • PPE to be used, as appropriate, e.g. face mask, aprons, gloves, goggles and mask when any physical intervention is adopted. Staff to have identified behaviours displayed by each specific child and plan accordingly, e.g. visor for children who may spit, etc. Use of ongoing risk assessment in every behaviour incident. • Staff to avoid standing face-on to the child and minimise need for physical intervention. To attempt to reduce close contact. • Normal recording and reporting procedures, including de-brief, to be carried out following an intervention. 	Headteacher, PROACT- SCIPr-UK® Lead	Ongoing – Or following Changes in Guidance
Pupil behaviour constitutes a risk to good hygiene and COVID-19 transmission e.g. spitting and/or smearing	<ul style="list-style-type: none"> • Pupils will be risk assessed on an individual basis to evaluate their provision. This assessment will take account of their safety and the safety of their peers and the staff working with them. The outcome of this risk assessment could be; enhanced use of PPE and cleaning or 1:1/adapted provision. • If non-symptomatic children present spitting/smearing behaviour which may increase the risk of droplet transmission, then staff should follow the pupils’ behaviour plan to ensure the behaviour stops as soon as possible. Staff should enable pupils, and other staff, to exit the room and then maintain the largest possible distance between themselves and the pupils that is possible. If, due to the pupil’s behaviour, it is not possible to maintain distance then staff should continue care whilst making use of PPE which will include aprons, gloves, goggles and mask. This should be worn until the point at which the behaviour stops. SLT should be called to support. • To reduce the risk of Coronavirus transmission, additional space and frequent cleaning of surfaces, objects and toys will be required. Cleaning arrangements should be increased, with a specific focus on surfaces which are touched frequently. 	Headteacher, Deputy Headteachers, Leaders of Learning	Ongoing
3.2 Classrooms and Teaching Spaces			
The size and configuration of	<ul style="list-style-type: none"> • Make as much use of outdoor learning opportunities as possible. 	Headteacher, Deputy	Ongoing – Or following

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
classrooms and teaching spaces does not support being covid secure	<ul style="list-style-type: none"> Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation. 	Headteachers, Leaders of Learning	Changes in Guidance
3.3 Movement in Corridors			
Covid secure guidance is breached when pupils circulate in corridors.	<ul style="list-style-type: none"> Pupils mostly use the toilet facilities and play spaces that are directly adjacent to their room and within their department- 	Leaders of Learning, Nursery Manager	Ongoing – Or following Changes in Guidance
3.4 Break times / Play			
Pupils may not be covid secure at break times.	<ul style="list-style-type: none"> Play is mostly in class/department groups. External areas are designated for department groups. Staff model and communicate need for good hygiene (catch it, bin it, kill it and hand hygiene) and ventilation Play areas and equipment regularly cleaned. 	Leaders of Learning, Nursery Manager	Ongoing – Or following Changes in Guidance
3.5 Lunchtimes			
Pupils may not observe social distancing at lunchtimes	<ul style="list-style-type: none"> Lunchbreak mostly in department groups. External areas are designated for department groups. Cleaning equipment available for staff to clean down play equipment - main ‘touch’ surfaces. School dinners and packed lunches are eaten in class or in the hall based on need – which also reduces group sizes. Follow all handwashing guidance. Wipe down tables before and after use. Maintain high standards of plate and cutlery washing (if using cups /bowls/cutlery kept in class). School dinners served in class via trolleys wheeled to each class by MDMs or on trays carried into classes. 	Leaders of Learning	Ongoing – Or following Changes in Guidance
3.6 Toilets			
Toilets are not COVID secure	<ul style="list-style-type: none"> All beds in changing suites can be used, but full hygiene procedures should be adhered to as well as full use of screens. Air sanitisation devices have been installed into all hygiene/changing rooms. Staff should refer to section 2.2 on use of PPE for changing a pupil. Staff to accompany pupils to toilet, as appropriate, ensuring they are respectful of their dignity, in order to ensure other pupils are not in the toilet area in order to ensure covid secure measures are maintained. 	Leaders of Learning, Nursery Manager	Ongoing
3.7 Reception Area			
Reception area is not COVID secure	<ul style="list-style-type: none"> Parents or external visitors to be invited or allowed into reception via prearranged meetings wherever possible. Online meetings should occur when this is possible. 	Deputy Headteacher (Health) /	Ongoing – Or following

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
	<ul style="list-style-type: none"> • Visitors must have returned a negative lateral flow test no more than 2 days prior to their visit. They will have their temperature taken on arrival. • Face coverings are longer advised for pupils, staff and visitors either in classrooms or in communal areas. • The Government is removing the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This means that face coverings should be worn in meetings with external visitors, except where there is adequate spacing and ventilation. Visitors should wear face coverings as they move around the school. • Glass doors between reception area and main office kept closed. • Area cleaned daily, especially touch surfaces such as the staff sign in area, the door opening button and all door opening surfaces and handles. • Alcohol gel dispenser available at sign in and prior to entering admin corridor. 	Office Manager	Changes in Guidance
3.8 Staff Areas; Work Rooms, Staff Rooms and Offices			
Staff work and social rooms and offices do not enable being covid secure– resulting in increased risk of transmission.	<ul style="list-style-type: none"> • Staff are allocated to consistent staff teams, as far as is possible. • Breaks are to be staggered so that wherever possible a maximum of 2 members of staff per class is on break at a time. • The staff rooms are ventilated and cleaning materials provided to wipe down surfaces before and after use. • Explorers and FLN use the Art room as a staff room due to CEV pupils and staff. • Staff are allowed to take their breaks outside/offsite where they choose. • Tables are spaced. • Should staff wish to take hot drinks with them outside, they should only use lidded travel mugs when moving within corridors. 	Headteacher, Deputy Headteacher, Leaders of Learning, Nursery Manager	Ongoing – Or following Changes in Guidance
3.9 Shared Rooms; IT, Food Technology, Art, Music, Hydrotherapy Pool, Soft Play Room, Sensory Room, Forest School (Mud Kitchen).			
Risk of transmission is increased due to shared use of school facilities.	<ul style="list-style-type: none"> • All shared equipment-to be cleaned by staff following use. • Timetables for cleaning schedules of all shared rooms. • The Hydrotherapy Pool, including changing rooms, will be cleaned as appropriate between groups. Face shields will be used for close contact. Apparatus and pool toys will be cleaned and dried following use. • Towels / dressing gowns will be washed between groups. 	Headteacher, Deputy Headteachers Leaders of Learning	Ongoing – Or following Changes in Guidance
3.10 Staff Travel to and from School			
Risk of transmission due to staff sharing vehicles to and from school.	<ul style="list-style-type: none"> • In the event that staff have to share a car, the following measures should be taken: <ul style="list-style-type: none"> ➤ share the transport with the same people each time ➤ minimise the group size at any one time ➤ open windows for ventilation 	Headteacher, Deputy Headteachers	Ongoing – Or following Changes in Guidance

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When	
	<ul style="list-style-type: none"> ➤ travel side by side or behind other people, rather than facing them, where seating arrangements allow ➤ face away from each other ➤ consider seating arrangements to maximise distance between people in the vehicle ➤ clean the car between journeys using standard cleaning products - make sure you clean door handles and other areas that people may touch 			
Staff using public transport to travel to and from school	<ul style="list-style-type: none"> • Pupils and staff may use public transport where necessary, but we encourage them to walk, cycle or scoot to and from school wherever it is possible and safe to do so. Where pupils and staff need to use public transport, they should follow the safer travel guidance for passengers. 	Headteacher, Deputy Headteachers	Ongoing – Or following Changes in Guidance	
Risk Rating following action		Likelihood : 1	Consequence: 3	Risk: 3
4 CONTINUING ENHANCED PROTECTION FOR CHILDREN AND STAFF WITH UNDERLYING HEALTH CONDITIONS				
Risk Rating prior to action		Likelihood : 1	Consequence: 3	Risk: 3
4.1 Pupils with Underlying Health Conditions				
Pupils with underlying health issues or those shielding are not identified and so measures have not been put in place to protect them.	<ul style="list-style-type: none"> • All pupils with underlying health conditions have a Health Care Plan (HCP) in place. The Health and Therapy reports and letters produced by Health Professionals are shared with the school Leadership Team. • The Health and Therapy Assistant has identified all pupils who previously had a 12-week letter. • Pupils with the most complex health needs – those that are clinically extremely vulnerable (and some who are clinically vulnerable) have a full risk assessment, a new HCP and, in some cases, staff will have received training prior to their return. This includes those pupils likely to be involved with Aerosol Generating Procedures. • Those who remain under the care of a specialist health professional may need to continue to discuss their care with their health professional at their next planned clinical appointment - more advice is available from the Royal College of Paediatrics and Child Health. • Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend school in all areas. • Where a pupil is unable to attend school because they are complying with clinical we expect them access to remote education as per the temporary continuity direction. The school will keep a record of this, including a supporting letter or email from their consultant (or similar) Remote Education Temporary Continuity Direction: explanatory note - GOV.UK (www.gov.uk) • Where pupils are not able to attend school as they are following clinical advice related to coronavirus (COVID-19), the absence will not be penalised. 	Headteacher, Deputy Headteachers	Ongoing – Or following Changes in Guidance	
Pupil saliva is not adequately managed	<ul style="list-style-type: none"> • Pupils will be risk assessed on an individual basis to evaluate their provision. This assessment will take account of their safety and the safety of their peers and the staff working with them. Pupils who have difficulty with excessive saliva as a function of their SEN should have the following strategies applied as appropriate to their individual case: 	Leaders of Learning	Ongoing – Or following	

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
and presents a hygiene risk.	<ul style="list-style-type: none"> ➤ Saliva bib/scarf as appropriate to pupil age. ➤ Excess saliva medication as advised and prescribed by the NHS. ➤ Additional PPE should be employed when supporting the child. Staff should use disposable gloves with a clean tissue/scarf/bib to clean the saliva. ➤ Staff should teach pupils to increase their independence in managing their own saliva. ➤ Staff should make use of the additional cleaning equipment which is in class and should wipe down any class furniture/floor/resources that the pupil has salivated on. ➤ Pupils who have their own bibs should be encouraged to bring in spare items for use throughout the day. Spare clothing may also appropriate for those who require changing throughout the day. 		Changes in Guidance
Pupils health needs require them to have close contact	<ul style="list-style-type: none"> • Minimise need for medication to be taken at school. • Discourage the movement of medication between home and school. 	Deputy Headteacher	Ongoing - Review as required following suggested changes in procedures
4.8 Staff with Underlying Health Conditions			
Staff with underlying health conditions or who are pregnant who are returning to school	<ul style="list-style-type: none"> • As restrictions have been eased following the move to Step 4 of the roadmap Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take. Further information can be found in the guidance on protecting people who are CEV from COVID-19. • Staff who are CEV will, alongside SLT, complete a risk assessment for their work at school. • The school is encouraging vaccine take up and enabling staff who are eligible for a vaccination to attend booked vaccine appointments where possible, even during term time. • Pregnant women are considered ‘clinically vulnerable’ or in some cases ‘clinically extremely vulnerable’ to coronavirus (COVID-19) and therefore require special consideration as set out in the guidance for pregnant employees. The school will encourage pregnant women to follow the occupational health advice from the Royal College of Obstetrics and Gynaecology. • The school will carry out a risk assessment to follow the Management of Health and Safety at Work Regulations 1999 (MHSW). More information is available on workplace risk assessment for vulnerable people working in other 	Deputy Headteacher / Headteacher	Ongoing - Review as required following suggested changes in procedures

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When	
	<p>industries. Information contained in the Royal College of Obstetricians and Gynaecologists and the Royal College of Midwives guidance on coronavirus (COVID-19) in pregnancy should be used as the basis for a risk assessment.</p> <ul style="list-style-type: none"> • Pregnant women of any gestation should not be required to continue working if this is not supported by the risk assessment. • Women who are 28 weeks pregnant and beyond, or are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from coronavirus (COVID-19) at any gestation, should take a more precautionary approach. The school will ensure pregnant women are able to adhere to any active national guidance for pregnant women considered to be clinically extremely vulnerable (this group may previously have been advised to shield). 			
Risk Rating following action		Likelihood : 1	Consequence: 3	Risk: 3
5 ENHANCING MENTAL HEALTH SUPPORT FOR PUPILS AND STAFF				
Risk Rating prior to action		Likelihood : 2	Consequence: 3	Risk: 6
5.1 Mental Health Concerns – Pupils				
Pupils mental health has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general.	<ul style="list-style-type: none"> • The safeguarding team are liaising with, and referring to CAHMS, Social Services as well as using their in-house strategies and support mechanisms such as the school Mental Health Lead and Family Liaison Officer. • A recovery curriculum has been put in place with a focus on mental health and understanding of the COVID-19 crisis. • Resources to support mental health of pupils regarding COVID-19 and lockdown have been provided, including via Mental health resources for children, students, parents, carers and school/college staff - The Education Hub (blog.gov.uk). A plan to make use of these within school will be put into place. • The school have employed an Assistant Psychologist who will run groups for targeted students, such as – developing resilience, mindfulness, peer to peer support, managing feelings. The AP will carry out CAMHS referrals for specialist group 	Deputy Headteachers, Leader of Learning (Secondary), Leaders of Learning, Designated Safeguarding team	Ongoing	
5.2 Mental Health Concerns – Staff				
The mental health of staff has been adversely affected during the period that the school has been closed and by the COVID-19 crisis in general.	<ul style="list-style-type: none"> • Staff are encouraged to focus on their wellbeing. • Line Managers are proactive in discussing wellbeing with staff that they manage, including their workload. • Staff briefings and training having included content on wellbeing, including during the COVID-19 crisis. • Staff have been signposted to useful websites and resources by the Mental health lead and the FLO. • Staff have access to the school wellbeing package which includes free access to counselling and Cognitive Behaviour Therapy. Resources to support mental health of staff regarding COVID-19 and lockdown have been provided, including via Education Support - the mental health and wellbeing charity for education staff and Mental health and bereavement support for teachers - Our Frontline (mentalhealthatwork.org.uk). A plan to make use of these within school will be put into place. 	Deputy Headteacher, Leader of Learning (Secondary), Leaders of Learning, Designated	Ongoing	

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
	<ul style="list-style-type: none"> Coaching will be relaunched to enable discussion of job roles and provide further support. The Assistant Psychologist the school have employed will promote good mental health for staff – through staff meetings or staff clinics. 	Safeguarding team	
5.3 Bereavement Support			
Pupils and staff are grieving because of loss of family or friends.	<ul style="list-style-type: none"> The school has access to trained staff who can deliver bereavement counselling and support via the wellbeing package. Support is requested via KCC and the NHS as necessary. Appropriate materials to support pupils in understanding all about COVID-19 have been sent to parents/carers for them to use with their children. 	Headteacher	Ongoing
Risk Rating following action	Likelihood : 1	Consequence: 3	Risk: 3
6 MAINTAINING EDUCATIONAL PROVISION FOR CHILDREN OF KEY WORKERS AND VULNERABLE CHILDREN			
Risk Rating prior to action	Likelihood : 1	Consequence: 3	Risk: 3
6.1 Maintaining Provision			
Educational provision must reflect the enhanced need for 'recovery'.	<ul style="list-style-type: none"> Current government guidance is being followed. Arrangements are in place to ensure this cohort is tracked and supported effectively via the curriculum. 	Headteacher, Deputy Headteachers	Ongoing
Return from Foreign Travel resulting in staff being unavailable for work/pupils missing education and/or spread of COVID/new variants.	All pupils travelling to England must adhere to travel legislation, details of which are set out in government travel advice. Parents travelling abroad should bear in mind the impact on their child's education which may result from any requirement to quarantine or self-isolate upon return.	Headteacher, Deputy Headteachers	Ongoing
Risk Rating following action	Likelihood : 1	Consequence: 2	Risk: 2
7 OPERATIONAL ISSUES			
Risk Rating prior to action	Likelihood : 1	Consequence: 3	Risk: 3
7.1 Review of Fire Procedures			
Fire evacuation drills unable to apply social distancing effectively.	<ul style="list-style-type: none"> Return to normal fire procedures. Additional evacuation point for KS4/6th Form students Plans for fire evacuation drills are in place. Regular drills – at least 3 times a year – to continue. Markings on fences/surfaces next to muster points to show where groups should be positioned (at 5 Metre Intervals) 	Headteacher, Site Manager, Fire Wardens	Reviewed regularly following drills.

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
Fire Marshalls absent due to self-isolation.	<ul style="list-style-type: none"> • Class Teachers to go through drill with class groups in order to ensure understanding of new procedures. • An additional staff rota is in place for Fire Marshalls to cover any absences and staff have been briefed accordingly. • Arrangements for Fire Marshall responsibilities decided and communicated on a daily basis. • Documents available to all staff on KLZ SharePoint. 	Headteacher, Deputy Headteachers, Site Manager	Ongoing
7.2 Managing Premises on Reopening after Lengthy Closure			
All systems may not remain operational	<ul style="list-style-type: none"> • The school has remained open throughout. • Maintenance checks to continue. 	Site Manager, School Business Manager	Ongoing and following Changes in Guidance
Statutory compliance has not been completed due to the availability of contractors during lockdown.	<ul style="list-style-type: none"> • All statutory compliance to be continued. • Site Manager has a list of all required compliance checks and inspections and has ensured that these have continued throughout this period. 	Site Manager, School Business Manager, Headteacher	Ongoing
7.3 Contractors, NHS, Social Services and other professionals working on the School Site			
Contractors on-site whilst school is in operation may pose a social distancing and infection control risk.	<ul style="list-style-type: none"> • Ongoing works and scheduled inspections for schools have been designated as essential work by the government and so are set to continue. • An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe. • Assurances have been sought via email in advance of arrival giving a liability statement from the contractors that all staff attending the setting will be in good health (symptom free) and that contractors have procedures in place to ensure effective social distancing is maintained at all times. This must be returned prior to the contractor starting onsite. • Alternative arrangements have been considered such as using a different entrance for contractors and organising contractors so that contractors and staff/pupils are kept apart. • Social distancing is being maintained throughout any such works and where this is not possible, arrangements are reviewed. • In addition to COVID-19 arrangements, normal contractor procedures are being applied and have been updated in light of COVID-19 (including risk assessments and method statements and contractor induction). • Contractors do not arrive on, or leave, site at the same time as pupils. • Where possible, any works carried out either before or after school hours or during school holidays. • All contractors working indoors during the school day will wear face coverings for the duration of the visit if inside or in a crowded area. 	Site Manager, School Business Manager, Headteacher	Ongoing and following Changes in Guidance

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
	<ul style="list-style-type: none"> All visitors will have their temperature taken on arrival. All visitors to have received a negative LFT or PCR tests in the past 2 days. 		
NHS and social services and visiting therapists / advisors (Deaf/HI SALT, HI/VI sensory service)	<ul style="list-style-type: none"> Where possible, any work carried out either before or after school hours or during school holidays. NHS have shared their COVID-19 adjusted standard operating procedures and the school will ensure these procedures can be followed. The school has shared this risk assessment and handbook with the local NHS and social services via the school website. All visitors to complete liability statement prior to working onsite. All visitors to have received a negative LFT or PCR tests in the past 2 days. The total number of visitors on site is monitored by the office staff. NHS, visiting after school and social services will be advised, where this is suitable to their role to wear facemasks when working inside or closely with students. If working physically with pupils they should follow all school hygiene procedures, including hand washing, use of gloves and aprons. They will minimise close contact to essential work and minimise movement around the school. Where the work of a therapist is negatively impacted by wearing a mask they should wear a face shield. All visitors will have their temperature taken on arrival. 	Reception Staff, Class Teachers, Deputy Headteacher, School Nurses	Ongoing and following Changes in Guidance
Music Therapy	<ul style="list-style-type: none"> The Music Therapist can now resume work onsite as Government guidance has been updated and allows for this. The music therapist will keep the room well ventilated and clean equipment prior to and following use. 	Deputy Headteachers	Ongoing and following Changes in Guidance
Test and Trace	<ul style="list-style-type: none"> A Test and Trace register is kept by the main reception, this logs visitors to the site and any individuals they have had close contact with. This will be used to support the Government test and trace system. 	Reception Staff, Headteacher, Deputy Headteachers	Ongoing and following Changes in Guidance
School continuity is harmed due to a positive COVID test among the school SLT, Safeguarding, site and administration team	<ul style="list-style-type: none"> Wherever possible, meetings between SLT, safeguarding and admin staff will be held virtually (Microsoft Teams). 	Headteacher, Deputy Headteachers	Ongoing and following Changes in Guidance
Risk Rating following action	Likelihood : 1	Consequence: 3	Risk: 3
8 FINANCE			
Risk Rating prior to action	Likelihood : 1	Consequence: 2	Risk: 2

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
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8.1 Costs of the School's Response to COVID-19

The cost of additional measures and enhanced services to address COVID-19 when reopening places the school in financial difficulties.	<ul style="list-style-type: none"> Additional cost due to COVID-19 identified and an end of year forecast which factors them in has been produced. LA finance team has been consulted to identify potential savings in order to work towards a balanced budget. Additional COVID-19 related costs are under monitoring and options for reducing costs over time and as guidance changes are under review. Additional sources of income are under exploration. School to ensure full use of the one off National 'Catch up' grant funds. The schools projected financial position has been shared with Governors and the Local Authority. 	School Business Manager, Headteacher	Ongoing
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Risk Rating after action	Likelihood : 1	Consequence: 2	Risk: 2
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9 GOVERNANCE

Risk Rating prior to action	Likelihood : 1	Consequence: 2	Risk: 2
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9.1 Oversight of the Governing Body

Lack of Governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements.	<ul style="list-style-type: none"> The Governing Body continues to meet regularly via online platforms and in person where possible and appropriate. The Governing Body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. The Headteacher's reports to Governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school's response to COVID-19. Regular dialogue with the Chair of Governors and those Governors with designated responsibilities is in place. Minutes of Governing Body meetings are reviewed to ensure that they accurately record Governor oversight and holding leaders to account for areas of statutory responsibility. Headteacher and Chair of Governors in regular communication by phone and/or online meeting. 	Headteacher / Chair of Governors	Ongoing
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Risk Rating following action	Likelihood : 1	Consequence: 2	Risk: 2
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10 Contingency Planning

<p>All guidance from the DfEs contingency framework will be followed this will include;</p> <ol style="list-style-type: none"> Prioritising education Collaboration with KCC, PHE and the DfE. <p>Baseline/Core actions</p> <ul style="list-style-type: none"> Students should be tested twice on return in the autumn term. The tests should be 3-5 days apart. Staff and students should test themselves using LFD twice a week at home until the end of September, when this will be reviewed.
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Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
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- Those who test positive should isolate, take a confirmatory polymerase chain reaction (PCR) test, and continue to isolate if the result is positive. The School will be prepared to implement high-quality blended learning arrangements so that any child who is well enough to learn from home can do so.
- Under-18s, irrespective of their vaccination status, and double vaccinated adults will not need to self-isolate if they are a close contact of a positive case. They will be strongly advised to take a PCR test and, if positive, will need to isolate. 18- year-olds will be treated in the same way as children until 6 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. **The exception is contacts of confirmed or suspected Omicron cases, who will be asked to isolate for 10 days.**
- The school will maintain good hygiene for everyone and appropriate cleaning regimes and good ventilation.
- The school will continue strong messaging with regards to signs and symptoms, isolation advice and testing.

Roles and responsibilities

- Headteacher and DHTs – Decision making with regards to consultation with DfE/PHE
- DHT i/c Health – Put in place all necessary adjustments to school operation to reduce transmission and minimise impact on attendance. Monitor positive cases, symptoms across the school and staff/pupil attendance. Training staff and communication with parents to signpost changes in Government policy and procedure.
- DHT i/c Curriculum – Lead all necessary adjustments to education to maintain quality of provision.
- Class teachers – Monitor symptoms, enact Covid response mechanisms following SLT consultation and record testing of students LFD results.
- Office – monitor attendance and flow of information regarding positive cases. Liaise with DHT i/c health.
- Staff members – report all symptoms and positive cases immediately and enact covid secure response. Communicate any changes to staff/pupil condition immediately.
- Site team and cleaning team – ensure high standards of cleaning and hygiene throughout the school – increasing this with deep cleans of specified areas as required.

When and how to seek public health advice

Following DfE advice (0800 046 8687, option 1), the school will take extra action if the number of positive cases increases substantially. The school will examine the details of these cases to understand whether the transmission is occurring in the school setting. The school will take action and consult with the DfE when whichever of these thresholds is reached first:

- 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or
- 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
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Examples of close mixing:

- A class group
- A friendship group mixing at break time
- A group in a shared therapy session
- A group in an after school club
- A group sharing a minibus or transport

Potential Control measures for the school to enact

- Enhanced cleaning
- Increased ventilation
- Enhanced personal hygiene
- Increase in outdoor learning

Additional action as advised by PHE and clinicians

- Enhanced LFD testing (increasing regularity) – strengthened communication or increasing onsite testing capacity
- Temporarily reinstating face coverings
- Reduction in class size / onsite provision - including consideration and risk assessment of CEV pupils.

Control measure	Action	Maintaining Education	Communication
Enhanced cleaning	Increased number of cleaning staff to increase regularity of cleaning Deep cleaning of identified areas and equipment	Cleaning will take place between educational sessions and not impact learning.	Parent and staff handbooks / staff training
Increased ventilation	More Doors and windows opened	No impact – students and staff can wear additional jumpers / coats	Parent and staff handbooks / staff training
Enhanced personal hygiene	Increase the availability of hand sanitiser and increase the regularity of hand washing	No impact, classes have hand sanitiser and sinks in class	Parent and staff handbooks / staff training

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
Increase in outdoor learning	Increase outdoor sessions for play, sensory play, my drama, my physical development etc.	No impact we teach via process based methods which suit outdoor learning.	Letters home / Phone calls
Enhanced LFD testing (increasing regularity) – strengthened communication or increasing onsite testing capacity	Enhanced communication with parents /carers to increase testing at home. Increase onsite testing capacity to test students who cannot test at home.	Minimal impact, students testing will take less than 20 minutes per week.	Phone calls, letters home, ClassDojo and School website
Temporarily reinstating face coverings	Return to face coverings for staff and students (if they choose) in corridors. Enhance use of all PPE during personal hygiene and medical procedures.	No impact	Phone calls, letters home, ClassDojo and School website, staff training, staff and parent handbooks
Reduction in class size / onsite provision	Reduce class size following consultation with LA and DfE/PHE and local clinical consultants. Risk assessment of CEV students with parents/carers and consultants. Prioritisation of vulnerable students. Consideration of safe operation of the school (can sufficient Staff : Pupil ratios be maintained?).	Remote education	Phone calls, letters home, ClassDojo and School website

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
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Overall Whole School Risk Rating following action	Likelihood : 1	Consequence: 3	Risk: 3
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Statement:

School attendance is vital for children’s education and for their wellbeing. Time out of school is detrimental for children’s cognitive and academic development.

The prevalence of coronavirus (COVID-19) has risen through the autumn, but over 60% of the staff team (and probably more) have now been vaccinated, which reduces both transmission risk and any potential outcome from contracting COVID-19. A number of the older, more vulnerable students, as well as students aged 12-15 have also been vaccinated reducing the risk to themselves, their peers and the staff that work them.

The school continues to operate a home based testing system, but will retain onsite testing for staff and students who require it. This system continues to work alongside and in tandem with the national test and trace programme.

We continue to use control measures such as enhanced hygiene procedures, enhanced onsite cleaning, catch it, bin it, kill it and enhanced ventilation/outdoor education to reduce transmission risk.

As per our contingency planning;

- We have reintroduced the wearing of face coverings in communal areas (and as per the updated Government guidance on 27th November)
- We have also, at times, in order to maintain safety in school, had to reduce class numbers. This risk assessment is an ongoing process and involves minimising individual pupil absence by employing a rotation system. Remote learning is always offered when attendance has not been possible.

We are also following the governments guidance relating to the new variant, Omicron (see section 2.4 Testing and managing symptoms above).

It is important that all parents/carers, staff and all other stakeholders adhere to the control measures we have put in place in order to play their part in reducing the transmission risk.

Areas for concern	Existing Risk Control Measures	Action/ Monitored by Whom?	Action/ Monitored by When
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Whilst we fully appreciate that social distancing in our school context is very difficult, staff will do everything they can to promote it, including modelling it in their own practice.

Signed (Headteacher / Deputy Headteachers)		Date	29 th November 2021
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